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OCT 1961

MEMORANDUM FOR: Special Planning Assistant to the Deputy Director
(Support)

SUBJECT: Report to the President's Foreign Intelligence
Advisory Board, Period 1 April 1961 through
30 September 1961

1. The following information relative to Office of Logistics
activities is submitted:

a. General

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STAFF

The Office of Logistics met all of its responsibilities
for support during this period. Logistical support assistance
by the military and other government agencies continues to be
excellent.

b. Supply

(1) Agency materiel and other assets (exclusive of real
property, proprietary and subsidiary projects) were valued at
approximately [] as of 30 June 1961.

(2) The Supply Division, in the course of the Purification
of Assets Program, generated disposal of surplus, obsolete,
or uneconomically repairable items of property at an inventory
value [] during FY 1961. During the first two
months of FY 1962, disposition of materiel valued at \$255,881
was accomplished. The Utilization and Standardization Program
initiated in November 1960 is proceeding at an accelerated pace.

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REV CLASS [] REV COORD. [] AUTH: HR 70-3

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During FY 1961, 1,670 line items were examined which resulted in the declaration of 810 as nonstandard. In the first two months of FY 1962, 1,839 items were examined with 1,227 being declared standard and 612 as nonstandard.

(3) The volume of Logistics administrative workload is expected to be decreased at selected field installations by the substitution of Type II Financial Property Accounting procedures wherever possible. In general, stations having no support responsibilities other than their own are being recommended for conversion from Type I to Type II.

(4) Greater emphasis is being placed on U. S. ordnance items in lieu of foreign ordnance items in packs because of the diminishing source of supply for foreign ordnance and the increased distribution of U. S. ordnance throughout the world through U. S. Government military aid programs.

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c. Real Estate and Construction

(1) New Agency Headquarters Building

(a) Since the last report, the superstructure contractor has completed an additional 18 per cent of the new headquarters building, bringing completion of construction to 96 per cent as of 30 September 1961.

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The latest official estimate for completion of the south half, as furnished General Services Administration, Public Buildings Service, by the contractor, is ^{MARCH} 1 January 1962.

(b) Moving schedules and inventories were furnished GSA for contracting the first two phases of the move. The first phase began on 19 September and by 8 October all components in the area of the Roosevelt Island Bridge approaches will be moved.

(c) Coordination was accomplished on engineering aspects and installation of the auxiliary telephone system, linking the Agency on a secure communications channel to other intelligence agencies. Technical assistance and coordination in the development, testing, and installation of the 200KW and 30KW instantaneous generators was also furnished.

(d) During the period of this report, five information and contract drawings were produced and a final review of all furniture layouts for the building were made. Telephone service orders and wiring diagrams were completed for 45 per cent of the building, bringing the total to 90 per cent. Special requirements for power were reviewed, and service fitting locations sent to the Construction Engineer,

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PBS, for 48 per cent of the building, bringing the total to 86 per cent.

(2) Other Construction

During the 6 month reporting period from 31 March 1961 to 1 October 1961, 67 projects and contracts, in excess of \$2,000 each, and totalling [] were recorded.

Current status of projects and contracts is as follows:

(a) Construction Contracts:

1. Awarded; 20
2. Completed; 17
3. In progress; 20

(b) A&E Contracts:

1. Awarded; 9
2. Completed; 3
3. In progress 13

(c) Projects

1. Approved for A&E and Construction;

7 @ []

2. Planning Stage; 7 @ []

Details of these Projects will be provided upon request.

d. Transportation Division

Surface and air transportation was arranged for [] shipments of Agency materiel in support of world-wide operations

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and for [] shipments of personal effects for employees on permanent change of station to and from overseas.

e. Procurement

The following are the statistics on Procurement Division activity beginning with 1 April 1961 and projected through 30 September 1961:

FUNDS OBLIGATED

PROCUREMENT ACTIONS

PRODUCT

[]

[]

Procurement of supplies, equipment and services

Research and Development Program

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f. Printing Services

(1) The Printing Services Division continues to provide printing support necessary to meet the Agency's intelligence activities. Increased Office of Current Intelligence requirements have been met by procuring new and different types of printing presses, and by increasing the authorized T/O and adding the four additional personnel to the plant assigned the OCI printing support role. Newly assigned intelligence activities formerly performed by the State Department have resulted in new requirements placed upon the Printing Services Division by OCR and OBI. These requirements have been met by shifting of personnel for better equipment utilization, new production methods, and by contracts to cleared sources.

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In addition to the usual DD/I intelligence reports, the reporting period saw the publication of a 5,000 page Moscow alphabetical and numerical telephone directory for OCR.

(2) The quantity of CS reports has remained near the same level throughout this reporting period but the time to accomplish production has been reduced. WH ☐ support remained heavy during the early part of the current year but has been reduced during the past few months.

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(3) The Printing Services Division has rendered and will continue to render uninterrupted service during the move of Agency components to the new Headquarters building. One of the Division's plants, Plant No. 4, was moved to the new building on 22 September 1961. Plant No. 3 will be moved in the near future making it possible to improve printing support to the components located in the new building.

2. Security

Security personnel intensified industrial security activities due to a substantial increase in classified procurement, which necessitated the location of a Security Officer ☐

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☐ Procedures and forms have been simplified to aid in coping with this increased work load without jeopardizing security or increasing the back-log.

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h. Personnel

(1) During the reporting period, a total of four (4) Office of Logistics employees left the Agency through resignations in lieu of separations.

(2) The authorized on-duty ceiling of the Office of Logistics was increased from [] to meet additional requirements for logistical support.

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1. Logistics Planning

(1) The Office of Logistics continued to provide support to the [] NEOS operating in Laos. In August 1961, Headquarters approved an immediate increase to a [] man support level and directed that a [] man reserve be created [] The Office of Logistics has taken action to provide the necessary material for the expanded Laos operations.

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(2) A new Agency logistic base is being established

[] for the primary purpose of furnishing logistic support for Caribbean operations. Requirements for manning, funding, stockage, and security have been determined in conjunction with WH Division. Manning requirements have been approved by the DD/S and funding arrangements have been made with WH Division for the remainder of the current Fiscal Year.

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(4) A complete plan covering the details and schedules of relocation of elements in the Agency to the new Headquarters building was developed and published.

(5) Work was completed on the TMA's for essential items in support of individuals to cover a 30-day relocation period at Agency Emergency Headquarters. ✓



Acting Director of Logistics

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